

OTE 81-1001

5 January 1981

MEMORANDUM FOR: Director, Equal Employment Opportunity  
Director, Personnel Policy, Planning and Management

FROM: Donald E. Smith  
Director of Training and Education

SUBJECT: Uniform Guidelines Training Program

REFERENCE: Memorandum from DDCI to DTE, dated 14 November 1980,  
Subject: Implementation Plan for Uniform Guidelines--  
Phase II Responsibilities

1. Paragraph 2.c. of the referenced memorandum addresses the development of the Training Program in support of Uniform Guidelines. Instead of waiting until Phase II implementation of the Guidelines began, OTE and OEEO jointly worked out specific coverage of Uniform Guidelines Training in four separate courses. Information concerning this coverage is contained in the attachment. The subject is also covered as an integral part of presentations in a number of other courses in the Management and Intelligence Schools.

2. With your concurrence, I plan to advise the DDCI that we have developed a Uniform Guidelines Training Program along the lines set forth above and in the attachment. The deadline for this report is 15 January 1981, and I would appreciate your concurrence or comments prior to that time.



Donald E. Smith

STATINTL

Attachment:  
As Stated

Uniform Guidelines Coverage  
in  
Management School Courses

STATINTL

1. Management for Equality of Opportunity - Coverage includes two separate presentations. The first is a one-hour presentation, "Uniform Guidelines on Employee Selection Procedures," given by [REDACTED] Program Evaluation Officer, OEE0. The following one-hour presentation, "The Significance of Testing in the Selection Process" is presented by [REDACTED], Chief, Assessment Branch, PSS/OMS.

STATINTL

a. Uniform Guidelines on Employee Selection Procedures - The "Uniform Guidelines on Employee Selection Procedures" is a set of Federal regulations that govern the use of tests and other selection procedures used by employers, including the Central Intelligence Agency. This presentation will include background information, implementation requirements and a discussion of the responsibilities and functions of Agency management.

b. The Significance of Testing in the Selection Process - The Uniform Guidelines for employee selection procedures require certain actions by managers. This presentation will cover the appropriate use of Agency testing and assessment procedures, in accordance with the guidelines.

2. Fundamentals of Administration - The topic is covered in two segments, "Equal Employment Opportunity" and "Agency Regulation and Notice System." As the first-line supervisor plays a much reduced role in selection, the topic receives less time. Total time allotted for this topic is approximately twenty minutes.

a. Equal Employment Opportunity This segment will treat the role of the first-line supervisor in the implementation of the EEO Act and the resulting Agency EEO programs. Particular focus will be placed on clearly describing the informal and formal EEO complaint systems with emphasis on the supervisor's role in these administrative procedures. A case study and a subsequent discussion of its underlying message will summarize the learning for this segment.

b. Agency Regulation and Notice System - This segment treats selected supervisory responsibilities which are dictated by legal statutes or regulations and notices promulgated by the Agency. The instructor will lead a discussion covering current policies and regulations and also discuss what is "on the horizon" in this area.

3. Management Seminar - One and one-half hours on "Employee Assessment" is presented by [REDACTED] PSS/OMS.

STATINTL

Employee Assessment - An Agency psychologist will explain how managers can make use of selected tools and techniques in the testing and assessment of Agency employees and of potential applicants. Useful information regarding the purposes for and ways to interpret various standardized tests will be offered.

4. Human Relations and Management Course - To begin in February 1981, Human Relations and Management will contain a two-hour segment on the fourth day, to be presented by [REDACTED] OEE0.

STATINTL

STATINTL

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

D/PPP&amp;M

81-1001

FROM: Donald E. Smith  
DTE  
1026 C of C

EXTENSION

3245

NO.

OTE 81-1001

DATE

5 January 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Fitzwater, D/PPP&M  
5E58 Hqs

1-8-81

J

2.

3.

4.

Bozann (Subject file)

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Re: Unjoin  
Guidelines Training  
Program.  
RST.